

# Swindon Borough Council

## Communities and Place Overview and Scrutiny Committee

**Wednesday, 22 November 2017**

Committee Room 6, Civic Offices

At 6.00 p.m.

### **Conservative Councillors**

*Mary Friend*  
*Dale Heenan (Chair)*  
*Nick Martin*  
*Kevin Parry*  
*Vera Tomlinson*

### **Labour Councillors**

*John Ballman*  
*Teresa Page*  
*James Robbins*  
*Peter Watts*

### **Liberal Democrat Councillors**

**Committee Officer:** Shaun Banks (Telephone: 01793 463606)  
Email: [sbanks@swindon.gov.uk](mailto:sbanks@swindon.gov.uk)

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 445500)

**Access Arrangements** - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

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## **AGENDA**

### **1. Apologies for Absence**

### **2. Declarations of Interest**

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

### **3. Minutes (Pages 3 - 6)**

To receive the minutes of the meeting held on 5<sup>th</sup> September 2017.

### **4. Public Question Time**

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

### **5. Presentation - Volunteering**

To consider a presentation on current volunteering activity within Swindon Borough

Council and other stakeholders and explore the challenges and opportunities to increase levels of volunteering across the Borough through raising awareness and working with the voluntary sector.

**6. Presentation - Litter Campaign**

To consider a presentation on the upcoming campaign to reduce litter and fly-tipping across the Borough and how to tackle these issues and improve the environment.

**7. Presentation - Recycling Campaign**

To consider a presentation on the current status of recycling and what could be done to increase recycling across the Borough and improve the environment and reduce waste disposal costs.

**8. Work Programme 2017/18 (Pages 7 - 14)**

**Date of Despatch:** 14 November 2017

**Public Question Time** - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website.

(<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

**COMMUNITIES AND PLACE OVERVIEW AND SCRUTINY COMMITTEE**

**TUESDAY, 5 SEPTEMBER 2017**

PRESENT:- Councillors Dale Heenan (Chair), Mary Friend, Nick Martin, Teresa Page, Kevin Parry, James Robbins, Vera Tomlinson and Peter Watts

Apologies for absence were received from Councillors John Ballman.

**7. Declarations of Interest**

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting. No declarations were made.

**8. Minutes**

Resolved – That the minutes of the meeting held on 28<sup>th</sup> June 2017, be confirmed and signed as a correct record.

**9. Public Question Time**

No Public Questions were asked.

**10. Review of Resident's Requests**

The Head of Highways and Transport submitted a report setting out an update on a range of highway, transport and maintenance issues that had been identified as priorities by the public during a recently undertaken consultation exercise. It was noted that , broadly speaking, the identified priorities fell within the following areas:

- The Council's Car Parking Strategy.
- The Council's bus strategy and the use of Bus Lanes.
- The state of un-adopted roads and footpaths.
- Road Safety.

The Head of Highways and Transport presented the report, commenting on each of the priority areas and the work being undertaken by the Council in respect these. Following his presentation of the report, the Head of Highways and Transport responded to members' questions and observations on the issues raised, including:

- The review of member and public requests for additional parking through the examination of the specific challenges encountered in different areas and the future management of available car parking spaces.
- The need to identify practical solutions to the longstanding car parking problems in Redhouse Way.,
  - Member consultations on this issue and the lack of consensus amongst residents in the locality of Redhouse Way on a preferred solution to parking problems.
- The reasons for the increased incidence of car parking on pavements and the possibility of using yellow line parking restrictions to reduce the problem. The

option for members to escalate car parking issues by referring these directly to the Head of Service, the Cabinet Member for Communities and Place and/or the Cabinet Member for the Economy and Skills.

- The successful remedial action taken in Witchelstowe to alleviate car parking problems and whether these solutions might be applied elsewhere around the Borough.
- Opportunities for the Council, as a Planning and Highway Authority, to address increasing car parking problems through the application of local and national guidelines.
- The use of bus lanes and bus gates within local and strategic transport frameworks.
- The possibility of introducing lined car parking bays in areas with a high demand for car. The Committee noted that this might have both positive and negative affect on the number of cars that might park in any given area.
- The likely impact on car parking of new and proposed housing developments.
- The viability of self-funding of parking solutions by local communities.
  - Mechanisms to facilitate such discussions and the need for a clear and transparent appeal process should such schemes be permitted in the future. (It was noted that this might be carried forward through the automating request process curtly being undertaken).
- The powers available to the Council and Wiltshire Police in dealing with obstruction and inconsiderate parking on pavements.
- The possibility of using Public Space Protection Orders to deal with parking on pavements and grass verges.
- The need to simplify the process for the creation of Traffic Regulation Orders to resolve parking related issues. The need to review the Penzance Drive Bus Lane and bus gates for facilitate easier access for local residents. The future use of the Copse site park and ride car park.
  - in the absence of any imminent use of this facility, the re-marking of the road network to assist with better traffic flow.
- The hours of operation of bus lanes and whether these might be reviewed to allow non-authorised vehicle use from 16:30 hours to 09:30 hours. The Committee noted that opening bus lanes would not necessarily mean increased traffic flow as bottle necks tended to form around the capacity of key road junctions.
- The inclusion of Ward Councillors in on-going traffic and road related discussions regarding Bridgemead.
- Future traffic implications arising from the Wellington Street and Fleming Way developments.
- The current Transport Plan, and the possible establishment of a Task Group to consider its viability and future development.
- The financial liability of residents with regard to repairs and street lighting etc. on un-adopted roads.(It was emphasised that the Council did not require residents to pay for street lighting on such roads).
- The use of Indemnity Insurance by residents to off-set costs in the event that work was required to un-adopted roads
- The need for residents to understand the need for legal checks to identify potential financial risks for un-adopted roads.
- The possibility of using the Council's website to offer advice to residents regarding the potential liabilities associated with the purchase a property in a road that has not been adopted by the Council.

- The process for the adoption of roads by the Council and the need to consult Ward Councillors as part of that process (possibly through Ward Councillor/Officer site visits).
- The use of developer bonds under Section 220 of the Highways Act 1980 to meet the cost of necessary road improvements to meet adoption standards
- The lobbying of the Government for additional funding for the maintenance of roads within the Borough. It was noted that, by capitalising the cost of the borrowing necessary to bring the Borough's roads up to standard, would be in the region of £1.75 million.
- The enhancement of the Council's Incentive Fund submissions to maximise current Government Funding through the achievement of level three Incentive Fund targets that were achievable within the current financial constraints.
- Council traffic management and road safety schemes submitted to the Government for funding contributions.
- The funding of the provision of CCTV cameras on Thamesdown Drive and whether these offered value for money to the Council.
  - Alternatives to CCTV, such as cameras for capturing and identifying drivers going through red lights.
- The potential and limitations on the use dashcam footage in prosecutions by Wiltshire Police for Road Traffic offences.
- Safety Training for young people using motorbikes.

Resolved - (1) That Cabinet be requested to investigate the use of an anti-social parking PSPO (Public Spaces Protection Order) to tackle problem pavement and verge parking, lorries parking overnight in residential areas, and parking issues outside schools along with other reported concerns of members and residents.

(2) That the Cabinet Member for Communities and Place, the Cabinet Member for the Economy and Skills and the Head of Highways and Transport be requested to investigate the publishing, on the Council's website, the standard costs of highways work such as pothole repairs, dropped kerbs, crossings, and ways to address verge parking and report back to this Committee.

(3) That the Cabinet Member for Communities and Place be requested to investigate introducing a Community Highway scheme, where residents and organisations like Parishes can contribute to the cost of highways work in their area, with a pilot by April 2018 and report back to this Committee.

(4) Officers review the feasibility of planning conditions in requesting road construction standards and adoption timelines being provided before first occupation of housing developments.

(5) That the Cabinet Member for Communities and Place and the Cabinet Member for the Economy and Skills be requested to write to Swindon's MPs, the Roads Minister and Chancellor highlighting how Swindon receives £4.8m from government for Highways, but the town requires £8m per year for road conditions to remain at standstill and a backlog of £25m already exists for roads to be in a "good" condition, and request talks of how Council and Government can fund the £1.75m required annually to finance a £25m investment.

(6) That it be noted that the Cabinet Member for Communities and Place would investigate with officers and other relevant Cabinet Members, possible solutions to the car parking problems in Redhouse Way, Swindon and report back to this Committee.

(7) That it be noted that the Cabinet Member for Communities and Place's would review the status of the Liden Drive Bus Gate following a change to local

planning conditions.

(8) That the Cabinet Member for Communities and Place and the Head of Highways and Transport submit a report to the February meeting of this Committee on the Council's traffic management strategy in order that members might contribute to the review of the current Local Transport Plan for Swindon.

#### **11. Winter Salt Routes**

The Head of Highways and Transport reported orally setting out key issues relating to the Winter Maintenance Plan. A briefing note was tabled for Members' information.

The Head of Highways and Transport responded to questions relating to (a) current and proposed routes included in the road salting programme, (b) the use and maintenance of stocks in salting bins located across the Borough, and (c) salt stock levels.

Resolved – That the oral report in respect of the Winter Service Review be noted.

#### **12. Transport Requirements for Development**

The Head of Highways and Transport reported orally setting out key issues relating to transport requirements for development including guidance to developers, consultants, contractors, Parishes and the public in respect of new developments within the Borough. A briefing note was tabled for Members' information.

The Cabinet Member for Communities and Place advised that a report on the issue of transport requirements for future developments would be considered by the Planning Committee on 10<sup>th</sup> October as part of the current consultation process and that, once the consultation process was completed, a Cabinet Member Advisory Group would meet to consider the consultation results.

Resolved – That the oral report in respect of transport requirements for development be noted.

#### **13. Committee Work Programme for the Municipal Year 2017/18**

The Committee considered a report of the Director of Law and Democratic Services setting out the Committee's proposed Work Programme for the Municipal Year, 2017/18.

Resolved – That, subject to the inclusion of a report to the February meeting of this Committee on the Council's traffic management strategy in order that members might contribute to the review of the current Local Transport Plan for Swindon (Minute 10(8) refers) the Committee's Work Programme for the Municipal Year, 2107/18 be approved.

## Work Programme 2017/18

### Communities and Place

#### Overview & Scrutiny Committee

Date: 23<sup>rd</sup> November 2017

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Author: Director of Law & Democratic Services

Wards: All Wards

Parishes Affected: All Parish Areas

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#### 1. Purpose and Reasons

- 1.1 This report sets out details of the topics for the Communities and Place Overview and Scrutiny Committee work programme for 2017/18.
- 1.2 To assist Members in developing the Committee's Work Programme, a copy of the current Cabinet Work Programme and Forward Plan, for the period 23<sup>rd</sup> October 2017 to 23<sup>rd</sup> October 2018, is included as Appendix 2. This appendix can be inspected on the Council's website and copies can be obtained from the Committee Officer. A hard copy will be available for inspection at the meeting.
- 1.3 Each Overview and Scrutiny Committee is requested to have a work programme that details the activities that it will be undertaking during the municipal year.
- 1.4 The work programme details the various topics and issues that each Committee intends to look into during the coming year with the aim of producing evidence based recommendations intended to provide service improvements for Cabinet and external agencies/bodies to consider.
- 1.5 Under the Council's Constitution, Overview and Scrutiny Committees are required to agree a work programme at the start of the municipal year outlining their priorities and likely outcomes of considering these issues.

The work programme is developed taking into account:

- Corporate priorities and objectives, including the Cabinet Forward Plan
  - Partnership strategic priorities and objectives
  - The interests and concerns of Members, Council officers, members of the public and other stakeholders such as community and voluntary groups and local businesses
- 1.6 Committees are encouraged to review the work programme on a regular basis to ensure it remains relevant and to prioritise the workload of the Committee.
  - 1.7 Members are reminded that the work programme must also take into account:
    - The workload of the Committee and of individual members
    - The capacity of officers to support a review
    - The resource implications of carrying out a review

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Further information on the subject of this report can be obtained from Contact Shaun Banks, 01793 463606, sbanks@swindon.gov.uk

# Work Programme 2017/18

## Communities and Place

### Overview & Scrutiny Committee

Date: 23<sup>rd</sup> November 2017

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- The timescales for a review
- The most appropriate method of carrying out a review e.g. Committee meeting, Task Group, Member Champion review

- 1.6 The Communities and Place Overview and Scrutiny Committee is encouraged to be mindful of its role and remit when considering a work programme for the 2017/18 Municipal Year.

## 2. Recommendations

The Committee is recommended to:

- 2.1 Note the Work Programme for the 2017/18 Municipal Year.
- 2.2 Appoint Members to any Task Groups agreed by the Committee.

## 3. Detail

- 3.1 It is important that Overview and Scrutiny adds value to the work of the Council and the Borough and produces tangible outcomes for local people that result in real service improvements. Selecting the right topics is crucial to ensure that Overview and Scrutiny will be effective.

Task Group Reviews

- 3.2 The Committee is able to undertake individual reviews throughout the municipal year and proposals for reviews should be proposed and discussed at the Committee meeting.

## 4. Alternative Options

- 4.1 The Committee can choose not to have a detailed work programme although it is recommended that it is best practice to do so.

## 5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 There are no financial or procurement implications arising as a result of this report. Any expenditure arising as a result of an item on the Committee's work programme will be met by the Overview and Scrutiny Support budget, subject to the approval of the Committee.



# Work Programme 2017/18

## Communities and Place

### Overview & Scrutiny Committee

Date: 23<sup>rd</sup> November 2017

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#### Legal and Human Rights Implications

- 5.2 Section 21 of the Local Government Act requires every local authority to establish an overview and scrutiny function to hold the Executive to account, undertake policy development and review, monitor and improve performance.

#### All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no other direct implications arising as a result of this report. Any further implications will be identified when a topic is reviewed by the Scrutiny Committee and in any recommendations made by the Scrutiny Committee.

#### Links to One Swindon, Plans and Policies

- 5.4 The remit of the Committee includes the review, scrutiny and development of policy recommendations and the monitoring performance of corporate priorities including One Swindon.

#### Diversity Impact Assessment

- 5.5 No Diversity Impact Assessment is required at this stage, any DIA that is required during review of topics included within the work programme will be identified at the appropriate stage

#### Risk Management

- 5.6 No risk management issues have been identified at this stage, any risk management issues will be identified at the appropriate time when a topic is under review by the Scrutiny Committee and if it makes any recommendations.

## 6. Consultees

- 6.1 The Director of Finance (Section 151 Officer) and Director of Law and Democratic Services (Monitoring Officer) are consulted in respect of all reports.

## 7. Background Papers

- 7.1 None

## 8. Appendices

Appendix 1 – Communities and Place O/S Committee Work Programme for 2017/18.

Appendix 2 – Cabinet Work Programme and Forward Plan, for the period 23<sup>rd</sup> October 2017 to 23<sup>rd</sup> October 2018. *(This appendix can be inspected on the*

## **Work Programme 2017/18**

### **Communities and Place**

#### **Overview & Scrutiny Committee**

**Date: 23<sup>rd</sup> November 2017**

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*Council's website and copies can be obtained from the Committee Officer. A hard copy will be available for inspection at the meeting.)*

Appendix 3 – Scrutiny Process Flowchart

# **Work Programme 2017/18**

## **Communities and Place**

### **Overview & Scrutiny Committee**

**Date: 23<sup>rd</sup> November 2017**

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#### **Appendix 1**

### **Communities and Place Overview and Scrutiny Committee**

#### **Work Programme 2017/18**

##### Terms of Reference of the Committee

To fulfil all the functions of an overview and scrutiny committee as they relate to –

- the review, scrutiny and development of policy recommendations,
- the management of performance,
- the monitoring of progress towards delivering corporate priorities, and
- the formulation of advice for the Cabinet, Council and other partners and stakeholders.

To have specific responsibility for (but not limited to) the scrutiny of: -

- the performance of services seeking to deliver sustainable communities against agreed local and national performance indicators,
- StreetSmart services,
- Transport and strategic transport planning,
- Flood risks,
- Environment and sustainability,
- Waste and Recycling,
- Library services,
- Business Support,
- Parishes and Devolution,
- Community and Neighbourhoods,
- Localities
- Volunteering

##### **Review of the Work Programme**

The work programme will be reviewed at every meeting of the Communities and Place Overview & Scrutiny Committee to ensure that it remains relevant, to ensure that Members and Officers have sufficient capacity to deliver the work programme and to include any additional items on the work programme, if appropriate.

To assist members in developing the Committee's work programme, a copy of the current Cabinet Work Programme and Forward Plan, for the period 11<sup>th</sup> August 2017 to 21<sup>st</sup> August 2018, is attached at Appendix 2.

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Further information on the subject of this report can be obtained from Contact Shaun Banks, 01793 463606, sbanks@swindon.gov.uk

# Work Programme 2017/18

## Communities and Place

### Overview & Scrutiny Committee

Date: 23<sup>rd</sup> November 2017

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Contact details:

Committee Officer: Shaun Banks

Email: [sbanks@swindon.gov.uk](mailto:sbanks@swindon.gov.uk)

Tel: 01793 463606

#### Items for future meetings

#### **Wednesday 22<sup>nd</sup> November 2017**

**Volunteering** - This overlaps with the portfolio of the Cabinet Member for Adult's Health and Social Care, so we will need to develop a joint presentation to Committee on this item.

- **Littering** – How can the Council support community efforts to clear up, what steps can the Council take to be more proactive.
- **Recycling**
- **Parish Council** – Responsibilities, Review of service standards, for example, grass cutting, play park provision, how to improve joint working and value for money.

#### **Wednesday 10<sup>th</sup> January 2018**

- **Communications and Engagement** – Capability of the Council to communicate and support the delivery within communities. For example, public call received 32 requests, Highways has a newsletter subscriber list of 1,500+, Libraries 30,000+, use of Facebook and Social Media.

This theme needs further focus as it potentially cross-cuts all Cabinet portfolios, including the Leader of the Council. Will require joint presentation with Communications colleagues.

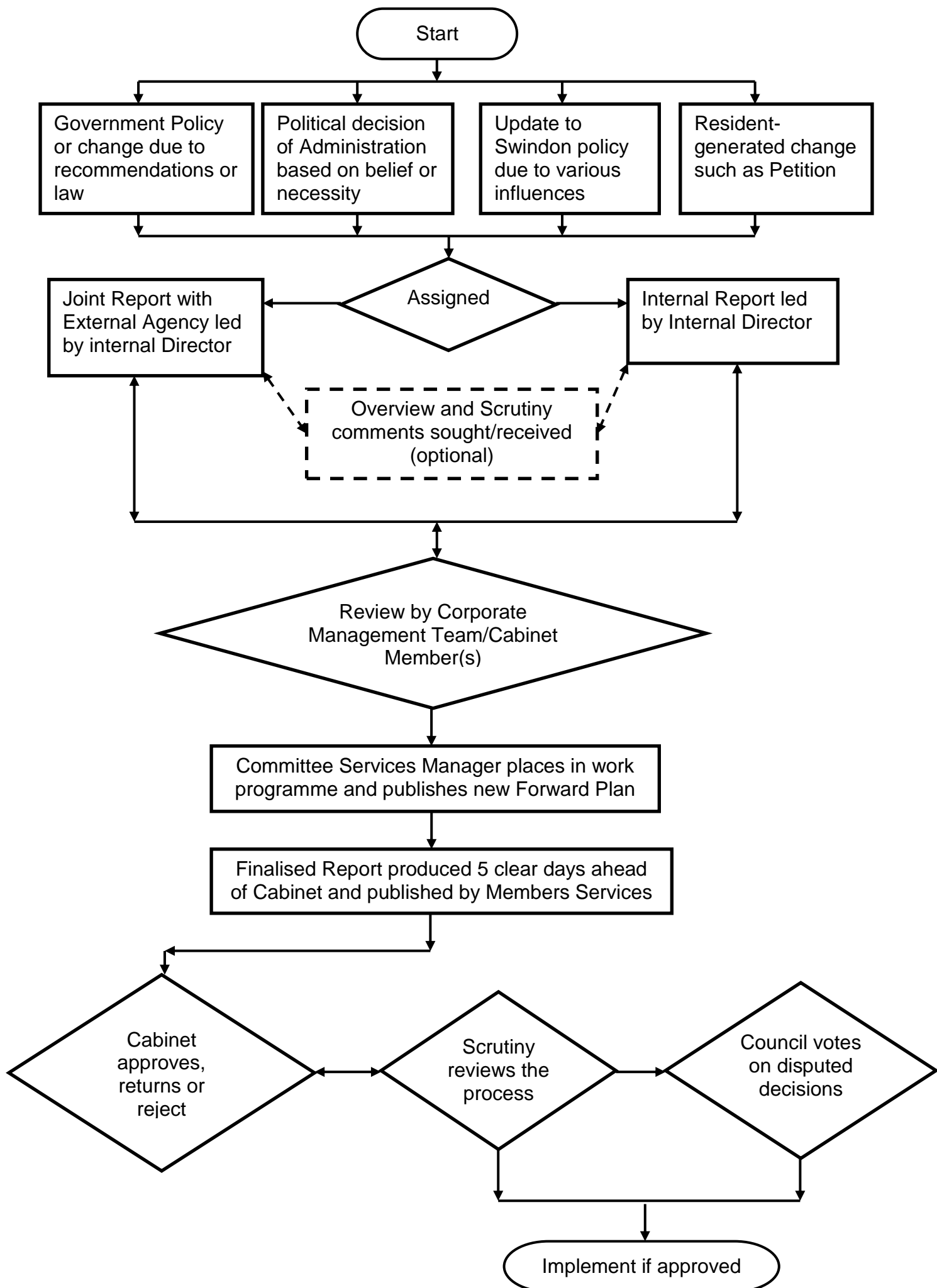
- **Dial A Ride** - A review of the service, performance data and Council support.

#### **Wednesday 28<sup>th</sup> February 2018**

- **Community Assets (in particular Community Centres)** – To provide an update to the Committee on current position regarding community assets – overlaps with portfolio of Cabinet Member for Property so will need to develop a joint presentation on this item.

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Further information on the subject of this report can be obtained from Contact Shaun Banks, 01793 463606, [sbanks@swindon.gov.uk](mailto:sbanks@swindon.gov.uk)



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